Parks and Natural Resources VOLUNTEER POSITION DESCRIPTION

Position Title: Garden Steward

About Saint Paul Parks and Recreation

To help make Saint Paul the most livable city in America, Saint Paul Parks and Recreation facilitates the creation of active lifestyles, vibrant places, and a vital environment. Saint Paul Parks and Recreation features more than 170 parks and open spaces, over 100 miles of trails, Como Zoo, Marjorie McNeely Conservatory, 33 Recreation Centers, two golf courses, indoor and outdoor aquatic facilities, a public beach, sports facilities and rental facilities for weddings, picnics, and corporate events.

Goal/Purpose of Position

With approximately 3,200 acres of parkland, 100+ miles of trails, and over 170 parks, Saint Paul Parks and Recreation staff simply can't do it alone. Through simple maintenance-based activities, Garden Stewards serve the community by helping the gardening staff create a beautiful and pleasant atmosphere within the Saint Paul parks system. Garden Stewards are volunteer groups or individuals who care for gardens throughout the City by planting, weeding, mulching and providing general garden maintenance. The Garden Steward program is designed to enhance – not replace - regular maintenance of the parks.

Major Responsibilities

- Remove weeds, litter and plant debris
- Plant flowers and shrubs when available and/or supply your own with staff approval
- Mulch
- Report any damage or vandalism to a garden
- Other beautification tasks as needed and approved by parks staff

Impact

Each time you volunteer you will leave a park in better condition than you found it. Clean, well-kept neighborhood parks and gardens are safer and healthier places for residents. Your volunteer efforts help generate pride in our parks and demonstrate a commitment to your community. As an individual or group, you can help create a better outdoor environment in Saint Paul.

Benefits to the Volunteer

- Gratifying volunteer work see and enjoy the impact of your volunteer efforts immediately
- Learn about and gain skills in horticulture
- Flexible scheduling set your own volunteer schedule and work independently
- Enrich, beautify, and take pride in your local community
- Volunteer outdoors, get fresh air and exercise

Qualifications

- Should be a group or individual concerned with maintaining a clean, safe and pleasant community atmosphere in Saint Paul's parks
- Some experience in gardening preferred
- Ability to work independently without supervision
- Physically able to perform manual labor light to moderate difficulty

Requirements

- Submit reports and log volunteer hours once per month during growing season
- Volunteer must be 18 years or older or have signed permission from guardian

Forms

Volunteers are required to review, sign and return the following forms:

- Volunteer position description, consent and liability
- Volunteer Agreement
- Under 18 Volunteer Form (only if participant is under 18)

Commitment

Volunteer commitment is for one calendar year *or* starting on the date of assignment and expiring on December 31st of that year. Volunteers create their own schedule in accordance with the requirements below, and are required to submit reports and log hours once per month or as needed.

- April through October (growing season): minimum of one site visit per month or as needed
- November through March (winter): optional

Supervisor: Direct (on-site) supervisors are the Gardening staff. Overall volunteer program supervisor is the Volunteer Coordinator in Natural Resources. Volunteers contact the Direct supervisor for questions pertaining to the on-site/field work, and contact the Volunteer Coordinator for questions regarding the volunteer program.

Submitting Reports and Hours: Garden Stewards submit a monthly report that informs staff of work completed, hours logged, maintenance needs and/or observations. This is a critical element of the success of the Garden Stewards program and allows Parks staff to communicate with volunteers on a regular basis. Every hour of volunteer time we can log and report strengthens grant writing opportunities to help the City obtain funds to sustain and improve our park system, trails and natural areas.